Agenda

Team acknowledgments
Welcome from DPA, OIT and OSPB directors
Governor John Hickenlooper

Lunch

Project plan
Policies and procedures

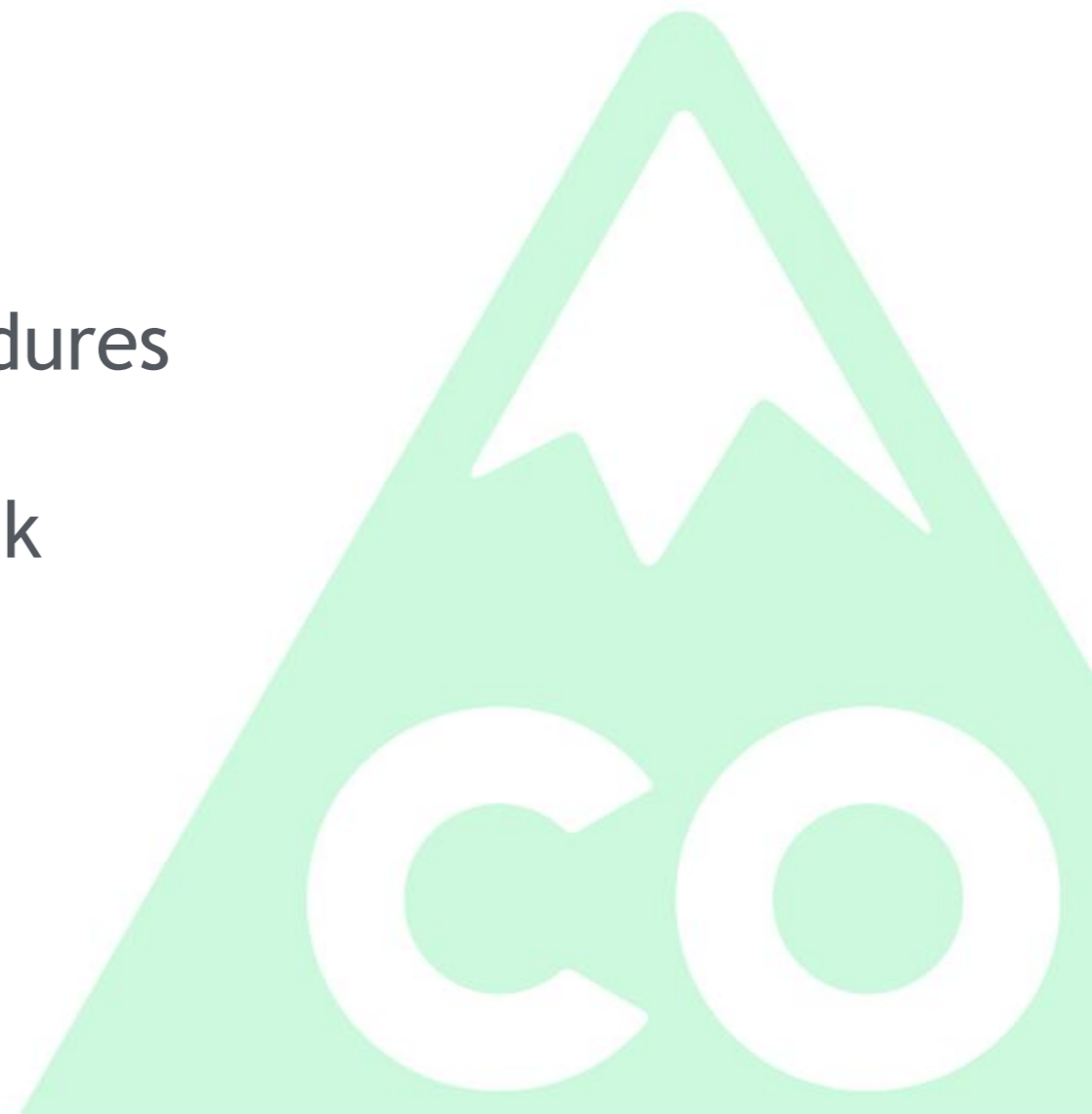10 minute break

Testing
Training
Wrap up

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Thank you!

Please stand when your team is called.

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FUNCTIONAL TEAMS

Chart of Accounts

Tammy Nelson

Trinka Mullen

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General Accounting

Jing Ye (Lead)	Tammy Nelson
Laurie Yekovich	Melissa Moynham
Lori Copeland	Tanya Olsen
Denise Burrows	Paris Thomas
Kimberly Corell	Renee Strebelinski

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Performance Budgeting

Melodie Beck (Lead)

Erick Scheminske

Terry Anderle

Bill Levine

Rich Hull

Ann Renaud

Jeff Stalter

Jennifer Dye

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Budget

Tom Gamache (Lead)

Daniel Saint

Justin Lippard

Andrew Dudley

Brenda Shelinbarger

Jon Reitan

Olga Ivanova

Trevor Borgonah

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Procurement & VSS

Kyle Schlenker (Lead)
Michael Whalen
Ivan Shchipansky
John Hjerrild
Brooke Dunn
Maggie Van Cleef
Lorena Aguilar
Dana Stansbury
Rockie Hurrell
Dave Schouweiler
Judson Byrn
Cindy Lombardi

Thirza Kennedy
Tom Fears
Lisa McGovern
Steve Rosenthal
Kevin Briscoe
Cindy Ward
Tammy Baca
Michael Carrara
Kim Bailey
Cindy Fredriksen
Brenda Lujan
Rob Archer

Bob Corman
Renee Archuleta
Stacy Steelman
Kendall Foose
Lisa Eze
Steve Sizemore
Robin Peacock
Harry McCabe
Ralea Sluga
Allen Smith
Lea Ann Baker
Janet Jones

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Accounts Receivable

Brent Voge (Lead)

Nina Douglass

Cindi Mason

Michelle Whistler (AR/VC)

Thomas Loreno

Steven Shull

Dean McDaniel (Consult)

Nancy Smith

Deb McDonald

Cindy Johnson

Denise Knutsen

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Accounts Payable

Angela Lujan (Lead)
Stephanie Diggs
Sue Brown
Pat Yoder
Gregg Hefner
Jessie Sauter
Beth Dickinson
Charlie Marquez
Ellie Li

Gail Young
Gin Winn
Holly Hammel
Janet Willis
Julie Abeyta
Lana Koenig
Steven Shull
Tanya Burke-Adams
Linda Davis
Scott Williams

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Asset Management

Susan Thomson (Lead)

Mimi Winters

Craig Fuller

Jeff Jasper

Mary Vigil

Kathy Pratt

Rick Brough

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Inventory Management

Michael Whalen (Lead)   Carl Woodsmall

Mario Burciago   Collene Smith

Nick Baca   Jason Grothaus

Wes Marshall   Sean Duran

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Cost Accounting

Trinka Mullin (Lead)

Andrea Eurich

Dean McDaniel

Jerrod Cotosman

Hollie Turtle

Stephanie Job

Sung Hong

Karoline Clark

Denise Burrows

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Cost Allocation

Ted Martin   (Lead)

Suzie McGinley

Tracey Maleska

Joe Lopez

Cindy Johnson

Bhavna Punatar

Marc Burkpile

Clare Jozwiak

Tom Jagow

Shamaine Ali

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VCUST

Michelle Whistler (Lead)

Val Smith (Consult)

Kendall Foose

Marta Fyffe

Joshua Bastien

Michael Whalen

Ivan Shchipansky

John Swanborg

Monica Garlin

Patricia Yoder

Dawn Ralston-Dye

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Commercial Card

Brent Voge (Lead)

Brooke Dunn

Judson Byrn

Kyle Schlenker

Monica Garlin

Marykay Casey

Carolyn Murdaugh

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Banking/Treasury

Brent Voge (Lead)
Angela Lujan
Cindy Johnson
Denise Knutsen
Sandy Tan
Joshua Bastian
Lisa Grefrath

Michelle Whistler
Monica Garlin
Sheree VandeGarde
Dave Techmansk
Heather Wikoff
Kathryn Kendrick

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Warrant

Angela Lujan (Lead)

Mike Lincoln

Tanya Olsen

Charlie Marquez

Colleen Smith William Taylor

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Intercept

Angela Lujan (Co-Lead)

Michelle Whistler (Co-Lead)

Anthony Bauman

Charlotta Anderson

Kathryn Doty

Jason Grothaus

Jeff Jasper

LeAnn Anderson

Janet Ford

Tanya Olsen

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CROSS-FUNCTIONAL TEAMS

Security & Workflow

Jennifer Henry

Sue Schiffmacher - access control lead

Mohamed Malki - network/application security

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CROSS-FUNCTIONAL TEAMS

Data Cleansing and Conversion

John Swanborg

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Interfaces

Monica Garlin

Tom Nordhues

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CROSS-FUNCTIONAL TEAMS

Reporting

Gini Powers

Cathy Buckles

Sheree VandeGarde

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Training & Documentation

Sarah Rarog

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Change Management

Janet Flynn

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CGI

Joseph Walker
Justin Derdowski
Jason Koop
Kevin Klapp
Shannon Manning
Tamara Swenson
Janine Graham
David Schulman
Cara Leudan

Marilyn Lynch
Mary Ann Steinbrenner
Stephen Arrants
Joseph Walker
Caeleon Work
Debra Jones
Derek Duran
Janine Graham

David Shulman
Dustin Kangas
William Blaustein
Robert Morita
Marshall Lee
Beth Jackson
Tahseen Malik

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Project Management Team

Ana Riveros	Michael Brown
Bob Jaros	Robert Stein
Christian Kalamula	Sarah Rarog
Demi Minos	Carol Pfarr
Janet Flynn	Harold Lewis
Kara Veitch	Jorge Glez

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Project LeadershipTeam

Bob Jaros

Michael Brown

Kara Veitch

Erick Scheminske

John Manta

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Governor John Hickenlooper

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Lunch break

- Will resume presentations at 1 p.m.
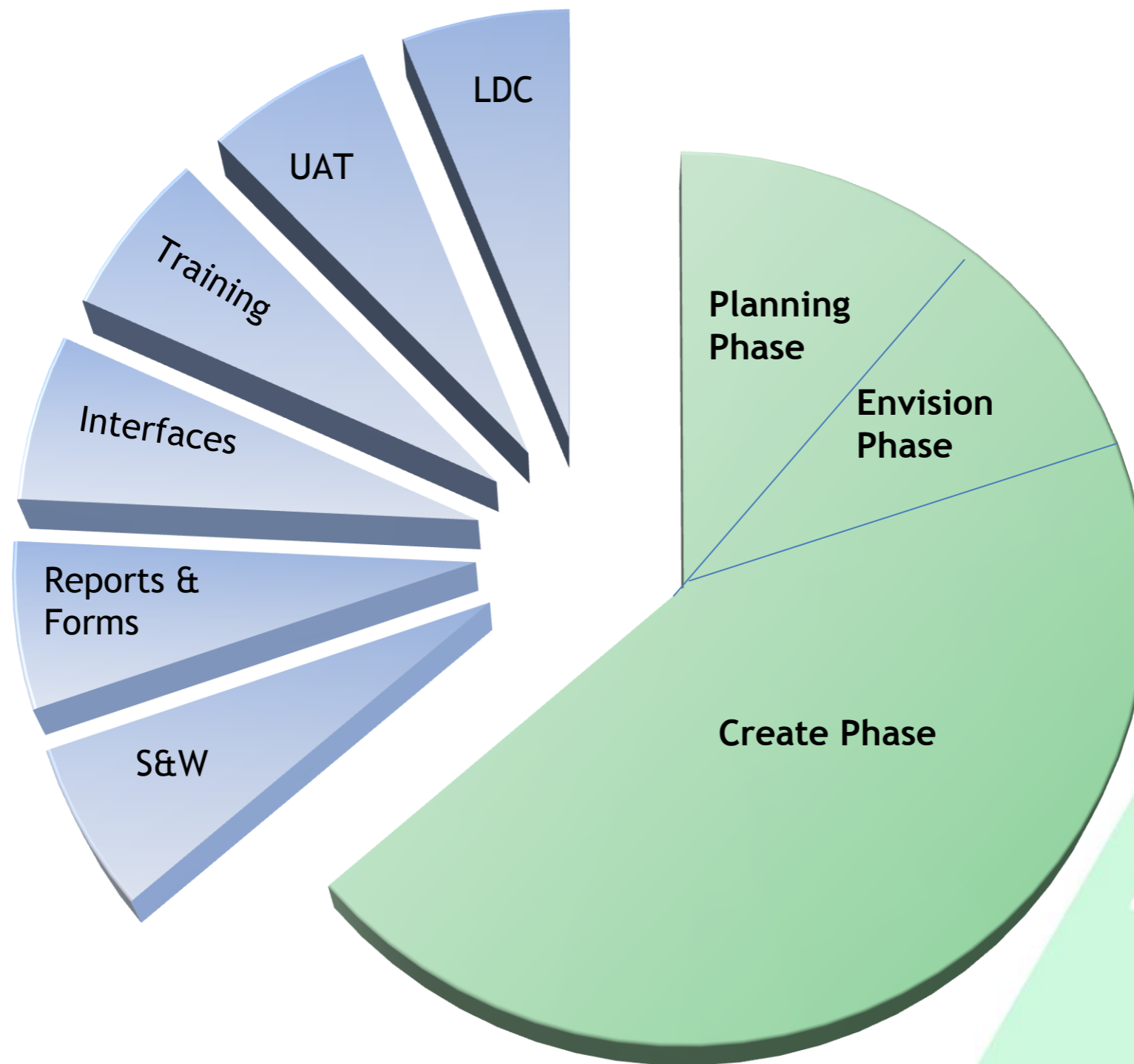
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Project Plan

Harold Lewis, CGI Project Manager

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63% Complete

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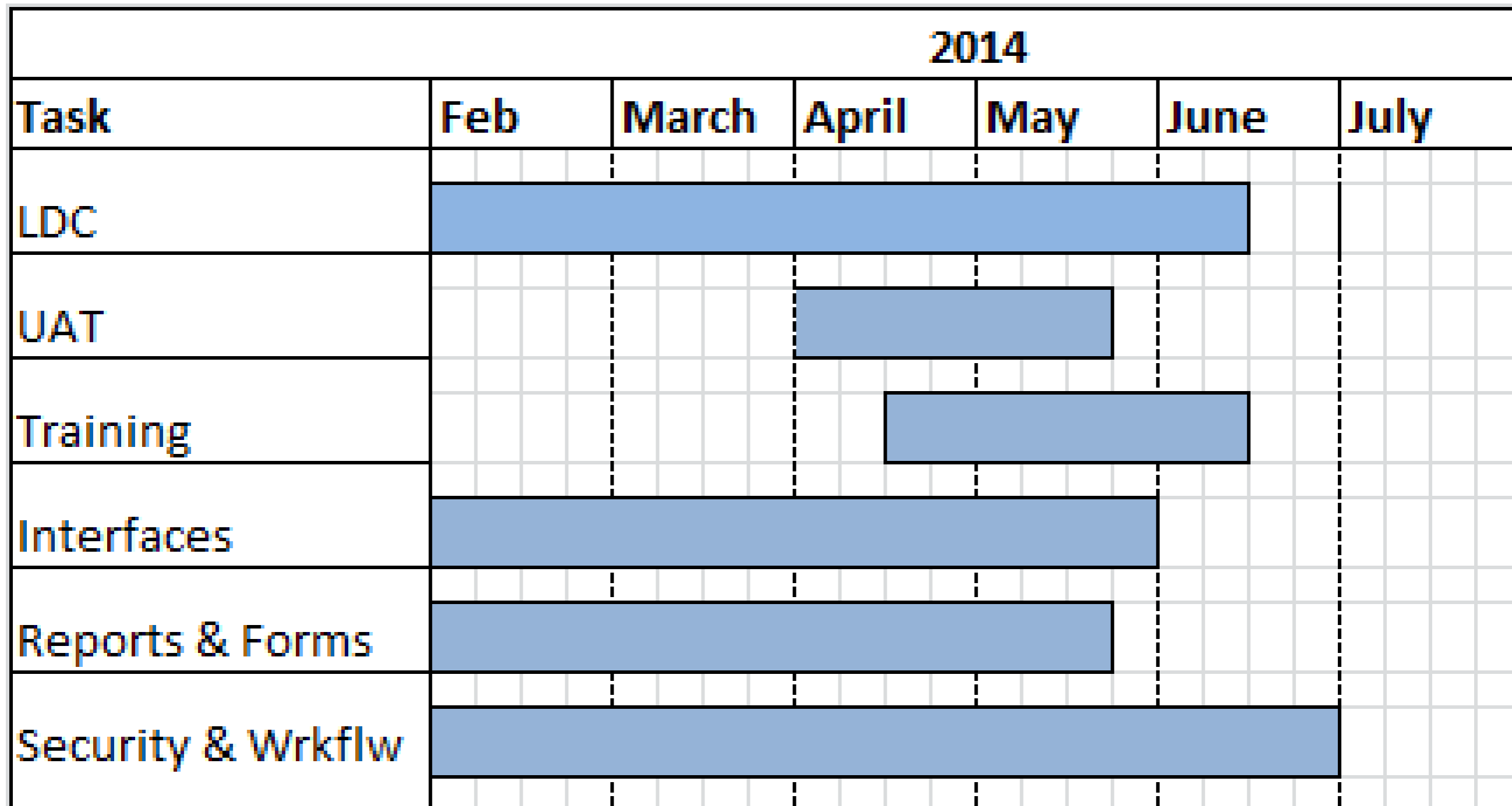| Task	2014					
	Feb	March	April	May	June	July
LDC	████████████████████████████████					
UAT			████████████			
Training			████████████████			
Interfaces	████████████████████████████					
Reports & Forms	████████████████████████					
Security & Wrkflw	████████████████████████████████					

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Policies & Procedures

Bob Jaros, State Controller

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Agenda

- Document Numbering
- Security & Workflow and e-mail notification
- Adjustments
- Conversion
- Labor Data Collection
- Time card approval timing
- Attachments
- Business Process Re-engineering highlights
- General Questions

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Document Numbering

- Due to the number of approvers in each department, departments may choose to have a 4-digit unit code prefix for document IDs

  o Departments may choose to have a prefix on some documents but not others

  o Depends on how departments are organize

  o CORE Team will send out workbooks to set up the Auto Document Numbering Table (ADNT)

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Auto Document Numbering Table

Document Worklist

Security, Workflow & Email Notification

- Workflow is set up by department
- Departments may set up unit code as a prefix on certain documents to better manage workflow
- Approvers will not receive an e-mail notification of items in workflow
  - o Reason: avoid overloading approvers e-mail in-boxes
  - o Since Security & Workflow is set up by department, an approver would receive e-mails for the entire department
- If an item has not been approved in 3 days, a report will be e-mailed to all employees in the approval group

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Adjustments

- In COFRS, departments primarily use journal voucher (JVs) to correct coding and move funds around

- In CORE:

  o Modify original document if available
    - Departments will use zero dollar documents instead of JV documents to perform corrections or redistributions

  o Certain documents (for instance AD, MD) cannot be modified and departments will use JV type document

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Conversion - Budget

FY13-14

- For FY13-14 all encumbrances will close/lapse and will not roll to FY14-15
- Departments will set up these encumbrances in CORE or use a spreadsheet upload (Procurement section in following slides)

FY14-15

- FY14-15 long bill booking will be done via Excel templates
- FAST will communicate the plan to the departments
- The FY14-15 will be loaded by departments through Performance Budgeting (PB) forms
- If the budget has not been recorded a $0 budget document needs to be recorded to establish the budget

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Conversion - Budget

FY15-16

- Departments will develop the FY15-16 budget request using Performance Budget (PB)
- Base budget for FY15-16 will be the FY14-15 initial appropriation
- Budget preparation activities
  o Develop the continuation budget (i.e. the base budget with adjustments to remove one-time funding or annualize prior year requests, etc.)
  o Develop request items
  o Develop other budget schedules as required by OSPB (cash balances, reconciliation reports, etc.)
  o Develop hybrid reporting for certain budget schedules such as Schedule 3 because prior year data will not be available in CORE budget and PB
  o OSPB will provide training on PB around in June to July 2014 to help cabinets understand how to develop their budget requests for FY15-16 budget cycle

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Conversion - Procurement

Key Dates FY13-14

- April 18, 2014 – Cutoff date for purchases that require a solicitation (documented quote, bid, or proposal). Departments may establish alternate cut off dates depending on the nature of the procurement

- May 16, 2014 – Cutoff date to issue purchase orders

- June 30, 2014 – Last date for goods received and services performed so that these expenditures can be accrued in FY13-14. Otherwise, these expenditures will use FY14-15 budget.

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Conversion - Procurement

Key Dates FY14-15

- May 1, 2014 – Begin entering PO's and contract in spreadsheet to upload to CORE

- June 1, 2014 – Last day to post new solicitations in BIDS

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Conversion - Accounting

- For FY13-14 expenditures, departments will continue to use COFRS to issue warrants up to July 11, 2014 (assuming cooperation of Chase)
  - o PV must be dated June 30, 2014
  - o FOR FY13-14 EXPENDITURES ONLY
- CGI will develop a daily interface from COFRS to CORE to pick up all AD documents to update warrants payable balance in CORE.
- Departments will accrue all FY13-14 items not paid out of COFRS by July 11, 2014. OSC will issue instructions for this accrual process.
- OSC will issue instructions for CDOT and CCCS

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Labor Data Collection (LDC)

Definition

• LDC distributes labor costs to the appropriate account for recovery from the federal government and other grantors -- this could be for grants, projects, or administration.

LDC performs this allocation by using:

• employee timesheets that identify hours worked by the employee and

• employee's salary and benefits from Colorado Personnel & Payroll System (CPPS)

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Labor Data Collection (LDC)

Usage

- Today five departments use LDC (CDE, OIT, DMVA, DNR, CDLE)
- Remaining departments use other means to allocate their personnel costs
- With CORE, all departments will use CORE LDC to allocate personnel costs
- ALL employees' timesheets will be affected by this change

Essence of LDC

- Timesheet by day with hours worked by each employee

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Labor Data Collection (LDC)

Implications

- Accounting templates (20 digits) will replace CERT codes in CPPS

- Employees will have a default schedule called "job assignment" in CPPS

- Revisions to default schedule during allocation month
  - Departments that use KRONOS will send file to CPPS to overwrite the default schedule
  - Departments that do not use KRONOS will use job allocation on "employee timesheet update" screen in CPPS to update hours and accounting templates

- Revisions to allocation after LDC posts
  - Departments will use "labor allocation prior period correction" screen in CPPS

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Time Card Approval Timing

- Employee – first business day after month end

- Supervisor – second business day after month end

This is the direction we are headed in now; may change by Go Live 7-1-14.

Attachments

- State will have ability to scan and attach paper documents in CORE using Perceptive ECM solution which will be behind the scenes

- There will be electronic filing for most items instead of paper

- Retention policies will be the same for electronic and paper documents.

- At this time, for go live, departments will **not** attach confidential documents in CORE and will continue to use their present filing processes

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Business Process Re-engineering Highlights

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Budget

Budget Structures

- Appropriation/Long Bill (BGA90)

- Bottom Line Funded (BGA91)

- Cabinet (Department) Expense Budget (BGA92) – optional budget structure

- Program – Projects (BGP93) - optional budget structure

- Program – Grants (BGG94) - optional budget structure

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Budget

Department Expense Budget

Level #	COA Elements/Rollups
1	BFY, Dept, Appr Cat, Fund, Appr Unit, Unit
2	BFY, Dept, Appr Cat, Fund, Appr Unit, Unit, Obj Group
3	BFY, Dept, Appr Cat, Fund, Appr Unit, Unit, Obj Group, Activity
4	BFY, Dept,, Appr Cat, Fund, Appr Unit, Unit, Obj Group, Activity, Location

Budget

Appropriated vs. Non-Appropriated

• Appropriated - Long Bill (01), Special Bill (02), Supplemental Bill (03), Capital Construction Reversion (06), and Capital Construction Carryforward (08) except information only – "I" letternote

• Non-appropriated – All other including information only in Long Bill (01), Special Bill (02), and Supplemental Bill (03)

Budget

Positive Coding

•   Departments will record expenditures to the long bill cell (appropriation unit)

•   Departments will have flexibility on how to implement positive coding

Examples:

•   The expense/cost could be distributed to the Long Bill (LB) funding columns based on either budget percentages or actual earned revenue on the front-end (front end split);

•   The expense/cost could be charged 100% to a particular LB column until exhausted, then to the next column

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Budget

Performance Budgeting (PB)

- Departments will use PB for the entire budget cycle

  - establish a base budget, project salary and benefits costs, manage the budget through budget review stages, obtain final budget approval, and amend the budget during the year.

Procurement

Vendor and Customer Management

- Vendors and Customers will exist in the same table in CORE

- Will be added by departments and validated centrally

- Vendors can also self-register using Vendor Self Service (VSS), but won't be active until validated by State

- State will collect additional vendor information

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Procurement

Statewide Commodity-based Purchasing

- Requisition → Solicitation → Award → Post Award

- CORE procurement requisition will replace the current paper/manually driven procurement requisitions

- POs will be issued electronically. No wet signatures, except for contracts and bilateral agreements.

- Personal services contracts over $100,000 still need to be tracked in CMS

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Procurement

Workflow

- There will be three approval levels in departments

- Two levels centrally

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Accounting

Chart of Accounts

- Organizational roll up – Cabinet, Department, Unit

- Tasks, activity, location instead of Reporting Category

- 20-digit code for accounting template

- Reduced COA elements for transfer codes between agencies – State will use ITI/ITA and IET documents

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Accounting

Chart of Accounts *(continued)*

- All internal State transactions will be done on ITI/ITA or IET
    - o Grants, goods/services, transfers
    - o Except for institutions of higher education (IHE)
    - o Departments will identify IHE by including the IHE vendor code on all transactions

- Sub object revenue/expense for travel report, cash funds report, and Exhibit K

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Accounting

Cost Accounting

•   Grant and Project functionality will be merged into one structure

•   Departments will use Cost Accounting for all grants and projects

•   State will use Cost Accounting to prepare Schedule of Expenditures of Federal Awards (SEFA)

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Accounting

Asset Management

- Departments will use Asset Management to record all fixed assets and depreciation will be calculated by CORE

- There will only be a few exceptions

Cost Allocation

- Departments will use Cost Allocation, instead of spreadsheets or other manual tools to allocate revenue, costs and any account balances that need to be allocated

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Accounting

Warrants and Inserts

- State will pay vendors via EFT

- If not practical/efficient to set up vendor on EFT, State will pay vendor by warrant and mail the warrants

- Necessary exceptions will be handled by red bag deliveries or department pickups

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Accounting

Vendor Offsets

- Vendor Offsets will occur using CUBS, DOR, and DHS systems, which will interface with CORE

- No grace period will be given for vendor offsets once debt entered into CORE

- Department of Revenue will hold potential tax offset for 30 days before entering taxpayer in CUBS to comply with Statute

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This is the direction we are headed in now; may change by Go Live 7-1-14.

Accounting

Commercial Card Management

- The State will continue to perform allocation in Citi

- State will pay Citi via EFT for approved payment requests (PRCs)

This is the direction we are headed in now; may change by Go Live 7-1-14.

10-minute break

- Be back by 2:20 p.m.

Testing

Christian Kalamula, UAT Test Manager

Agenda

- ❑ Introduction

- ❑ Project Schedule

- ❑ Functional Teams

- ❑ Testing Scope / Integrated Approach

- ❑ Test Scenarios

- ❑ Test Execution

- ❑ UAT on SharePoint

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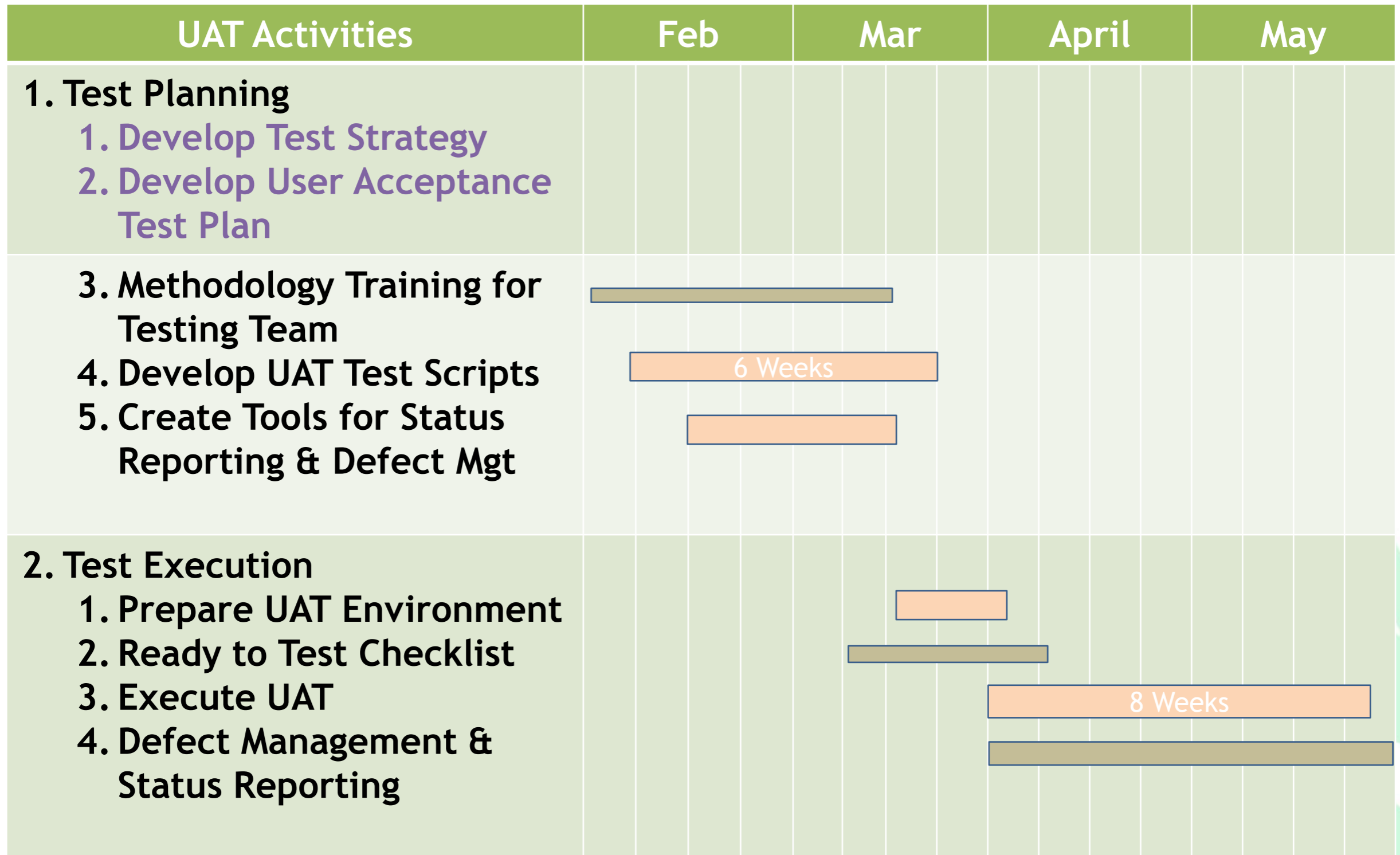Colorado Operations Resource Engine

User Acceptance Test (UAT) Highlights

❑ UAT is performed to test the integrity of the Whole Application with respect to SOC Business Processes

❑ SOC Employees are Creating UAT Test Scripts for this Purpose using Business-oriented Test Scenarios

❑ UAT Test Execution will be is Performed by SOC Business Users

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Project Schedule

UAT Activities	Feb	Mar	April	May

1. Test Planning
   1. Develop Test Strategy
   2. Develop User Acceptance Test Plan				

3. Methodology Training for Testing Team
   4. Develop UAT Test Scripts
   5. Create Tools for Status Reporting & Defect Mgt
	6 Weeks			

2. Test Execution
   1. Prepare UAT Environment
   2. Ready to Test Checklist
   3. Execute UAT
   4. Defect Management & Status Reporting
			8 Weeks	

Functional Teams

TeamID	Code	Functional Team	Scenario Name
01	AP	Accounts Payable	CORE-UAT-01NN
02	AM	Asset Management	CORE-UAT-02NN
03	GA	General Accounting	CORE-UAT-03NN
04	TA	Treasury Accounting	CORE-UAT-04NN
05	AR	Accounts Receivable	CORE-UAT-05NN
06	CA	Cost Accounting	CORE-UAT-06NN
07	CALC	Cost Allocation	CORE-UAT-07NN
08	BUD	Budgets	CORE-UAT-08NN
09	PB	Performance Budgeting	CORE-UAT-09NN
10	PROC	Procurement	CORE-UAT-10NN
11	VSS	Vendor Self Service	CORE-UAT-11NN
12	INV	Inventory Management	CORE-UAT-12NN
13	JA	Joint Activity	CORE-UAT-13NN
14	S&W	Security & Workflow	CORE-UAT-14NN
15	VCUST	Vendor Customer Creation	CORE-UAT-15NN

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Test Scenarios

	UAT Test Scenario	General Characteristics	Start Date	End Date
1	Simple Scenarios	Common, Happy Path, Single User, Short Execution	2/10/14	2/21/14
2	Complex Scenarios	Multi User, Cross Functional, Long Execution	2/24/14	3/7/14
3	Exceptions Scenarios	Business Exception, Special Request, Workaround	3/10/14	3/14/14
4	Negative Test Scenarios	Unhappy Path, Unauthorized Transactions, Break Limit & Threshold, Duplicate Transactions	3/17/14	3/21/14

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Test Execution

Execution Playbook

+

Defect Meetings

+

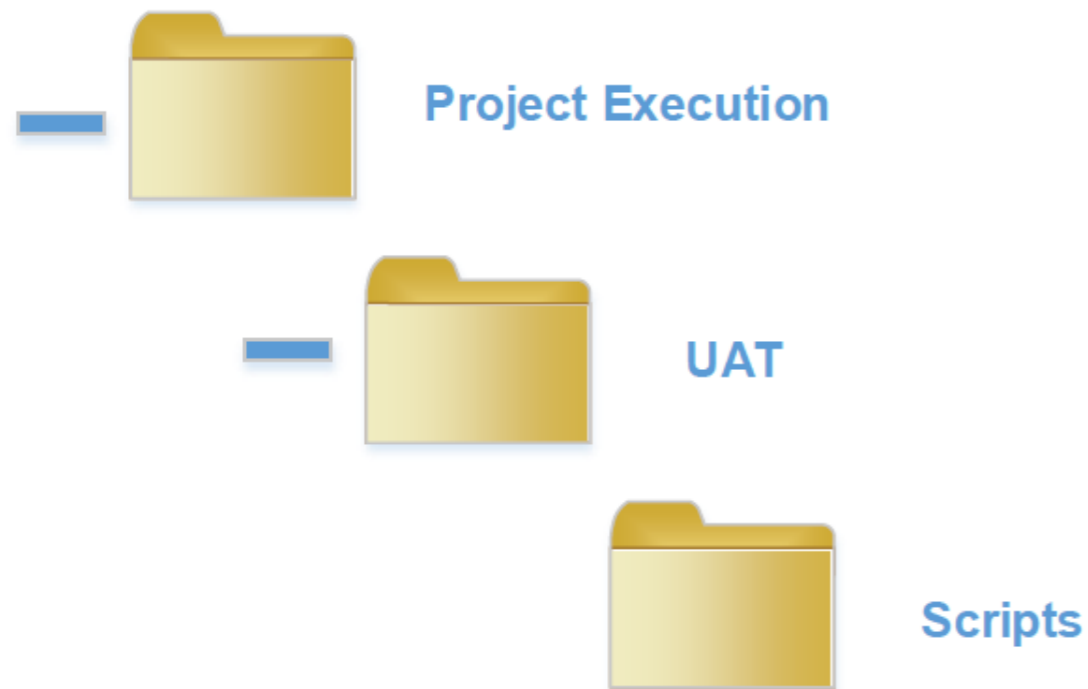Daily Report Out

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UAT on SharePoint

UAT on SharePoint

Project Execution

UAT

Scripts

❑Test scripts for all Functional Teams will be managed in SharePoint under the folder path:

Project Execution→UAT→Scripts

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Questions?

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Training

Sarah Rarog, CORE team

Carol Wegleitner, CGI

Key Dates

- End User Communications

- CORE Conference

- Pre requisite work

- DELIVERY!!

  o Training rooms throughout the state

  o If you have available training rooms, let me know!!

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Delivery Schedule

- Just under 8000 classroom learners

- Learners will enroll via a Learning Management System (LMS)

LMS

- One stop shop
  - Launch pre-requisite courses
  - Course curriculum
    - Course materials will be posted
    - Learners will need to print out materials and bring to session

- LMS Questions
  - Contact link for assistance
  - Contingency plans

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Development

- Delivery formats
  - Web based (Online) courses
  - Classroom (Instructor Led Training)
  - Job Aids

- Demonstration
  - Web based (Online) course
  - Job Aid

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Wrap Up

Kara Veitch, DPA

Email us at CORE.news@state.co.us

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